



State of New Jersey
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CONSUMER AFFAIRS
OFFICE OF CONSUMER PROTECTION
CHARITIES REGISTRATION AND INVESTIGATION SECTION
124 HALSEY STREET, 2ND FLOOR, P.O. Box 45021
NEWARK, NEW JERSEY 07101
(973) 504-6227

Report of Charitable Sales Promotion

N.J.S.A 45:17A-29b

CCO-500

Please print or type.

1. Name of charity: _____
Permanent mailing address: _____
Street City State ZIP code
Telephone number: _____
(include area code)
Charities registration number: _____
2. Name of commercial co-venturer: _____
Address: _____
Street City State ZIP code
Telephone number: _____
(include area code)
3. Date of contract from: _____ to: _____
Month Day Year Month Day Year
4. Merchandise sold (description): _____ Number sold: _____
Amount or percent donated to charity: _____
5. Gross income/sales: _____ Net amount to charity: _____
6. If the promotion is advertised by a commercial co-venturer, please include a true copy of the advertisement.

Certification

I certify, under penalty of perjury, that the information furnished in this report is true and correct to the best of my knowledge.

Name of Fiscal Officer (please print)

Title

Signature of Fiscal Officer

Date

Instructions and Information Sheet for Commercial Co-Ventures

General Information

N.J.S.A. 45:17A-29 states that:

- a. Every charitable organization which permits a charitable sales promotion to be conducted on its behalf shall obtain a written contract from the commercial co-venturer and shall file a copy of the agreement with the Attorney General at least 10 days prior to the initiation of that charitable sales promotion. The contract shall be accompanied by a fee of \$30.00.
- b. A charitable organization shall file in writing on forms prescribed by the Attorney General the following information at the conclusion of the charitable sales promotion:
 - (1) As reported to the charitable organization, the gross amount of income received by the commercial co-venturer attributable to the sales promotion, solicitation or venture undertaken;
 - (2) The amount of money or other contribution remitted to the organization covering each event or portion of an extended charitable sales promotion; and
 - (3) Any other information as may be required by rules adopted by the Attorney General.
- c. All filings of the CCO-500 report shall be accompanied by a fee of \$10.00.
- d. The commercial co-venturer shall disclose in each advertisement for the charitable sales promotion the dollar amount or per cent per unit of goods or services purchased or used that will benefit the charitable organization or purpose. If the actual dollar amount or percent cannot reasonably be determined prior to the final date of the charitable sales promotion, the commercial co-venturer shall disclose an estimated dollar amount or percent. Any such estimate shall be reasonable and shall be based upon all of the relevant facts known to the commercial co-venturer and the charitable organization regarding the charitable sales promotion.

Definitions (N.J.S.A. 45:17A-20.)

1. "Charitable sales promotion" means an advertising or sales campaign, conducted by a commercial co-venturer, which represents that the purchase or use of goods or services offered by the commercial co-venturer will benefit a charitable organization or purpose.
2. "Commercial co-venturer" means any person who, for profit or other consideration, is regularly and primarily engaged in trade or commerce other than in connection with the raising of funds or any other thing of value for a charitable organization, and who advertises that the purchase or use of his goods, services, entertainment or any other thing of value will benefit a charitable organization.

Instructions for filling out Form CCO-500

Form CCO-500 must be filed within 40 days after the expiration of the contract.

1. Question 1: Give all names used by the charity to solicit contributions. Please note that all registration numbers start with "CH" and continue with six digits.
2. Question 2: Give the full name used by the commercial co-venturer.
3. Question 3: Give the commencement and termination dates of the sales promotion.
4. Question 4: Give a description of the product or service sold to benefit the charity, plus the number of goods or services sold. Give an amount or percentage of goods or services to benefit the charity. You may obtain this information from the contract.
5. Question 5: Give the total amount of money received by the co-venturer as a result of the sales promotion. Give the total amount of money received by the charity.
6. The certification must be signed by the fiscal officer of the charity.
7. The filing fee for a contract is \$30 and there is a \$10 fee for filing this report.